

Donald T. DiFrancesco
Acting Governor

Anthony M. Cancro
Acting Commissioner

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Community Matters

A Newsletter for the Employees of the Department of Community Affairs

Kenny Bids Farewell

Cancro Serving as Acting Commissioner

Jane M. Kenny was showered with heartfelt praise and good-natured kidding at a farewell reception in her honor last Thursday night.

More than 200 colleagues, friends and family members turned out to offer best wishes to the popular former DCA commissioner as she moves on to her new position as regional administrator for Region 2 of the U.S. Environmental Protection Agency (EPA).

Kenny and her family greeted guests at the entrance to the large banquet room at the Hyatt Regency in Princeton, sharing hugs and stories of her time at DCA and the Governor's Office.

Kenny was toasted, and sometimes roasted, by a number of high-profile speakers, including Secretary of State Buster Soaries, who served as master of ceremonies, Assemblyman Leonard Lance, Deputy (now Acting) Commissioner Anthony Cancro, DEP Commissioner Robert Shinn, Trenton Mayor Doug Palmer and League of Municipalities Executive Director William Dressel.

She was also feted in a playful song by Tom Naughton of the Department of Human Services and a backup "jug band" and chorus made up of primarily of DCA employees. 1994 "Baseball cards" of Jane Kenny on the Whitman Team were handed out to guests.

"Thank you all who worked so hard and so well for so long to make DCA the award-winning, opportunity-creating agency we are all very proud of," Kenny told the crowd. "Few people have had the privilege, as I have, to devise policies in the Governor's Office, and then implement them at a department. It has been the chance of a lifetime."

Kenny dished out some ribbing of her own, focusing at one point on Cancro, who officially took over as acting commissioner on Monday.

"Anthony Cancro may not have a long tenure as acting commissioner, but he's determined to leave his mark," she said. "He's already required DCA's coffee shop to offer strictly vegetarian fare. I hear that Ben's meatless meatloaf

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VIEWPOINT: Chance of a Lifetime

by Former Commissioner Jane M. Kenny

Here's a question I used to get asked a lot: "What do you *do* as commissioner of Community Affairs?"

It was easy to respond with numbers. "Well, New Jersey has 21 counties, 566 municipalities, and over 8.4 million people. The department has 1,100 employees and a budget of \$1.1 billion, and we use the money to support the 8.4 million people in the 566 municipalities in the 21 counties."

That was the easy way to respond. But, as we all know, the Department of Community Affairs is more than just a numbers game.

So how *do* we define what DCA does? The department is so large, with offices within bureaus within divisions, I'm afraid we sometimes lose sight of the big picture of what we're trying to accomplish.

When I was in Washington last year for *Governing* magazine's Public Officials of the Year ceremony, I visited the Franklin Roosevelt Memorial along the Tidal Basin. The

memorial has four outdoor galleries, one for each of Roosevelt's terms in office. Carved into red granite walls at each stage is a quote from one of FDR's speeches.

Looking back on it now, especially after September 11, I can't help but focus on the third gallery, dedicated to Roosevelt's leadership during World War II.

Etched into the wall of that third gallery are words from Roosevelt's State of the Union Address of 1941, where he listed what he considered to be the four essential human freedoms: freedom of expression, freedom of worship, freedom from want and freedom from fear.

It occurs to me that all four of the freedoms identified by FDR are the goals of the Department of Community Affairs. And we help the citizens of New Jersey enjoy these freedoms every day.

We help the many faces in New Jersey's one family express themselves.

The Division on Women gives a stronger voice to New Jersey's mothers and daughters, creating programs and providing services that help them help themselves and improve their rights.

Communities speak out through the New Jersey Redevelopment Authority, which helps them implement the ideas that their own neighborhoods have planned.

The Center for Hispanic Policy, Research and Development helps one of the fastest-growing segments of New Jersey's population deepen its imprint on our state.

To protect the freedom of worship, the Faith-Based Community Development Initiative proved that we could respect the separation of church and state and support the good work of nonprofit organizations affiliated with houses of worship.

The freedom from want is at the core of DCA's mission, and we

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Photos (from top to bottom): Jane Kenny enjoys the festivities with husband, Greg. The "Super Girl Rampage Chorus," Maureen Hassett, Lori Wambold and Mary Marciante, join Tom Naughton in a song for the departing commissioner. Jane and her children, Gregory and Elizabeth. DEP Commissioner Robert Shinn shares a laugh with Jane.



DCA Finances Safety Trailers

DCA has provided the American Red Cross, Metro New Jersey Chapter, with \$80,000 for a year's operation of two special fire prevention trailers that are equipped like homes.

The check presentation was made at the Bear Tavern Elementary School in the Titusville section of Hopewell Township, where students received a lesson in fire safety by touring one the trailers.

"It's important that children learn how to prevent fires and how to act in an emergency," said DCA Acting Commissioner Anthony Cancro. "These fire prevention trailers are a great way to get that lesson across."

The fire prevention trailers are outfitted like a home, with a kitchen, living room and bedroom, to educate children about household hazards and the proper response to a fire.

The \$80,000 grant comes from DCA's Division of Fire Safety.

DCA Awards \$8.6 Million To Help Communities

DCA has announced the award of \$8.6 million in Small Cities Community Development Block Grant funds for a variety of projects to benefit low- and moderate-income residents in 10 counties.

The projects will help revitalize neighborhoods, stimulate the economy, create affordable housing and improve community facilities and services.

The Small Cities grants range in amount from \$125,585 to \$500,000. The grants were awarded to local governments in Warren, Salem, Cumberland, Morris, Camden, Sussex, Cape May, Burlington, Passaic and Atlantic counties.

Kenny Bids Farewell...continued

is a big hit. Reports about (Anthony's) micromanaging tendencies are, I believe, greatly exaggerated. Honestly, I think his new system for having people report to work in alphabetical order makes a lot of sense. I know Bruno Zwiazek loves it."

At his turn at the podium, Anthony said the Kenny years have been "a special time at DCA. The people who've had the chance to work under different commissioners will tell you these past five-plus years have been kind of a golden age. Everywhere you look at DCA you find examples of the quality work that this commissioner brought out in people. DCA is a stronger and more respected agency. That's the Kenny legacy."

Cancro cautioned the departing commissioner that EPA would not be like DCA.

"At DCA, you had wonderful, uplifting programs like 'Neighborhood Preservation' and 'Too Good, But It's True.' At EPA, it will be 'Too Bad, But it's True' – your neighborhood is full of toxic waste."

In addition to last Thursday's event, Kenny said goodbye to DCA employees at a ceremony in the building's lobby on November 1.

She told employees, "Together we have done a lot – from new programs that have drawn national attention to a new approach to improving our work environment at DCA. I've received many letters telling of how our initiatives have helped families and communities get back on their feet, letters describing the work that you've done to make a difference in people's lives."

Internal Services Corner

Personal Package Delivery

DCA's policy on mail delivery and receipt has been revised. As part of the department's efforts to increase security, the mailroom and security staff will no longer accept packages identified as personal.



Counseling Available

In light of the events of September 11, DCA is encouraging employees who are experiencing difficulty coping with the aftermath and the current atmosphere to seek the assistance of the Employee Advisory Service (EAS).

EAS is a confidential counseling service available to state employees free of charge. If you would like more information, please contact the Labor Relations Office at 609-292-6030 or contact EAS directly at 609-292-8543.

Staying Informed

DCA has access to a special website for instant news in the event there is a safety situation at another department that is pertinent to employees here.

The state now has the capability to automatically contact various departments as situations occur in other state departments. Once a call is received, the information can be accessed on the web by **Ray Montgomery**, director of Internal Services, and/or **Gregory Vida**, director of Human Resources. The information will be broadcast over the department's e-mail system once it is received.

Don't Catch Heat

The state Treasury Department reminds employees that its rules prohibit the use of portable or auxiliary heating appliances in state-owned or state-leased facilities. If problems related to heating, air conditioning or other environmental systems occur, please contact Office Services at 4-8285.

Broadcast News

DCA advises employees that the department's computer equipment is not to be used to forward e-mail to all users or to create broadcasts to be viewed by all personnel. Any request for network broadcasts must be submitted for approval to Internal Services Director Ray Montgomery.

Safety Precautions

The Internal Services Office cautions you that when parking in a remote area always think of personal safety first. During the winter months or any time of year, try to walk with a partner. Should your car not start, you don't want to be left stranded. It is recommended that if any kind of car service is needed, get a ride or walk back to your office building, contact a service person and ask that you be picked up at the office.

The roving security vehicle has access to Area 5A/5B. We have asked that the security personnel be vigilant during the morning hours as well as show a continued presence on and off during the day. The security personnel are being shared with the Department of Labor.

The Department of Treasury has been notified of the non-working parking lot lights in Area 5A/5B and will be reporting this problem to the Department of Transportation for repair.

Community Matters is a publication of the **New Jersey Department of Community Affairs**, 101 South Broad Street, Trenton, NJ 08625. The newsletter is published monthly and distributed to department employees.

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Holiday Fire Safety

The Division of Fire Safety is providing advice that can prevent a joyous season from turning tragic. The division is spreading the word about the dangers of fire at this time of year, from dry Christmas trees to overloaded electrical circuits.

The division's tips include:

- Freshly cut trees and flame-retardant artificial trees bearing the UL (Underwriters Laboratories) label significantly reduce the hazard of tree fire.
- The trunk of a Christmas tree should be cut off at an angle and kept in a water-filled holder.
- Check the water level of the holder on a daily basis and make sure the tree is fastened securely to the holder.
- Never place a tree near any heat source (radiators, fireplaces, portable heaters) or in front of an exit doorway.
- Don't use candles as decorations or displays on or near the tree.
- Use decorations made of non-combustible, non-leaded materials.
- Every year, examine lights for frayed wires and loose sockets. Use only lights that are UL listed. Never use indoor lights for outdoor displays.
- Don't overload extension cords.
- Never leave Christmas lights on when the house is vacant or while you are sleeping.

The division wishes all employees a happy and healthy holiday season.

Chance of a Lifetime...continued

defend this freedom in many important ways.

COAH helps low- and moderate-income citizens reach the American dream of owning their own house.

The Division of Housing and Community Resources and HMFA encourage the production of affordable housing for all New Jerseyans, including residents trying to revitalize our cities.

The Division on Women's Displaced Homemaker Center helps get women back on their feet and into the workforce just when they need it most.

And through the Protected Tenancy program, senior citizens and the disabled are saved from eviction when their apartments are converted to condos or co-ops.

Finally, we help protect all of New Jersey's citizens from facing fear at home, at work, and at play.

The Division of Codes and Standards makes sure New Jersey's houses and office buildings, from the bottom of their boilers to the top of their elevators, meet our rigorous safety standards. The division also ensures that the only thing you might lose on a carnival ride is your lunch.

The Division of Fire Safety's inspections and training are vital to everyone, including college students sleeping in their dorms, employees working in their offices, and children learning in their schools.

When those students are at recess, the new Safe Kids Playground Initiative will help protect them there, too.

We even help eliminate the hazards of asbestos and lead in old buildings and homes.

That's an awesome amount of responsibility, and I will always be proud of all our work.

During a radio broadcast in February 1941, while Great Britain was under attack but before the United States entered World War II, Winston Churchill said to the U.S., "Give us the tools, and we will finish the job."

I'm grateful to Governor Whitman and Governor DiFrancesco for giving us the tools to do the job of enhancing New Jersey's diverse communities. It was the chance of a lifetime for me to shape important policies and then put them into practice at this great department.

More importantly, I deeply appreciate your dedication and loyalty in reaching our goals and striving for even greater improvement in the work we did together.

They tell me I held the job as commissioner of DCA longer than anyone. Satchel Paige, the great Negro League pitcher, warned in his rules for staying young, "Don't look back. Something might be gaining on you." Well, I don't mind at all looking back over the past five-plus years.

In my time as commissioner, we grew as our own community. We raised our kids, sent them off to college, and watched them get married. Some of us lost a loved one. We clapped for, consoled, and kidded each other. Indeed, it is our own humanity that guides us to understand the needs of the people we are trying to help.

You all set an example, here in Trenton and in the hundreds of municipalities that the department works with every day, of the best that public servants can provide. You have inspired me, and I hope you have inspired others to enter government service, if only as one stop in their careers.

It is here, at places like the Department of Community Affairs, where we find the answers to society's remaining challenges. The solutions start with smart science, tempered with common sense and softened with a human touch.

We in government receive the trust of the public to do right by them. We owe the public nothing less than our deepest talent and strongest effort. You bring your talent and effort to DCA's important work every day, and it was my privilege and honor to work with you all.

Thank you from the bottom of my heart.

Faith in Last Event

Her last event celebrated a DCA first.

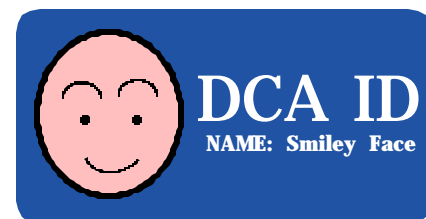
In her final public ceremony as DCA commissioner, Jane M. Kenny traveled to a Trenton church to announce a new round of grants under the Faith-Based Community Development Initiative.

The initiative is the first statewide program in the nation to support the community works of faith-based organizations.

A total of \$2.5 million in grants will be distributed among 35 faith-based and community-based organizations providing services ranging from job training and tutoring for young people to health care screenings and immunizations for senior citizens. The awards represent the fourth round of grants under the program.

The program does not directly fund churches, synagogues, mosques or other houses of worship. Rather, the funding goes to separate nonprofit agencies established by the houses of worship to manage community development and social service activities.

With the latest announcement, the number of faith-based organizations to receive funding through the program increased to 142, while the total funding increased to \$17.5 million.



ID Cards

New security procedures involving ID cards are in place to further enhance the safety of the DCA workplace. Those procedures are:

- All DCA employees must show their DCA ID cards to the security officer at the front desk in order to gain entry into the building. Employees must visibly display their ID cards at all times while in the building.
- Employees who do not have their DCA ID cards will have to provide a photo ID and sign in at the front desk.
- If an employee is unable to provide sufficient identification, the employee's supervisor must come to the lobby and escort the employee to his or her work area.

If you have lost your DCA ID card, please contact **MaryAnn Vogel** in Human Resources at 609-292-6021 to schedule a photo for a new card.



Community Building News

Community Building Annual Report

The Community Building 2001 Annual Report will be distributed to all DCA employees on December 20, 2001. This year's report will contain a "Recommendation Questionnaire" asking employees to express their opinions on various employee-generated recommendations.

The questionnaire is an attempt to make the Community Building process more democratic in nature. The employee "vote" will allow the Community Building Round Table members to determine which recommendations enjoy broad support from the community at large. In this way, the Round Table members can be confident that they are addressing the issues that are of greatest importance to the largest number of employees.

Additionally, this input will allow the Round Table members to identify those employees who are interested in building a stronger community in DCA.

When you get the Annual Report, please fill out the attached "Questionnaire" and return it to **Dianne Neal**, Office of Community Relations, Room 713B. Your opinion is important to us.

Discrimination Survey

The Family Work/Employee Interaction Committee of the Community Building Initiative, in consultation with the Department's Affirmative Action Office and the Affirmative Action and Human Relations Committee, has developed a survey designed to determine the extent and nature of discrimination at DCA, past and present.

This survey will provide DCA's administration with insights into this issue and allow them to develop strategies and approaches to combat discriminatory practices based on employee perception and experience.

This survey will be distributed the early part of next year. Keep an eye out for it!

Flu Shots

DCA's Office of Human Resources has contacted the Visiting Nurses Association of New Jersey and several other health facilities and has been advised that they will not be administering flu shots at individual work sites this year.

Due to manufacturing difficulties, only residents over 60 years of age and individuals with chronic illness will receive the influenza vaccination at immunization clinics throughout the area. Employees are advised to contact their family physician if they fall into one of these categories.

'Air Balancing' Project Nears Completion

The ongoing project to ensure proper functioning of the heating, ventilation and air conditioning system at DCA is scheduled to be completed as early as tomorrow, December 7.

The "air balancing" project has uncovered a number of components that were in need of repair or upgrading due to changes made to the configuration of offices and office layouts. The repairs may take an additional week or two.

PC Users Group Meeting

On Tuesday, November 20, **Gary Polito** of the IT Help Desk Team, presented "Maintaining Your PC" at the monthly PC Users' Group session. Gary provided many helpful tips, mainly about Outlook, but also touched on the following:

Why some of the little figures appear on our monitors such as:

- The computer icon, which means we are not on-line.
- The printer icon, which means the printer is in use or that you need to check the status of the printer.

Gary also explained that one reason users may be unable to print is because they did not shut down their machines at the end of the previous workday.

The PC Users' Group meetings are sessions of peer mentoring that offer time for informal questions and answers. The meetings are open to all DCA employees. The time is well spent and the sessions are informative.



DCA Nursery: Who is this Cutie Pie???

This month's Cutie can generally be found on the 6th floor.

Internal Services Presentation Well Received

More than 60 employees attended an informational session presented by the Office of Internal Services on November 8.

Making presentations were **Ray Montgomery**, director of Internal Services, **Jim Telford**, Office Services, **Guy Lebo**, Graphics/Web Services, **Anne Vidunas-Gladwell**, Auditing, **Nitza Swigonski**, Community Resources and **Mike Cannon**, (who spoke in place of **Isabella Hampton**), Grants. Deputy Director **George Hampton** was unavailable.

Each individual spoke on the various functions of their units and answered questions. Ray spoke on parking, security and ethics.

The comments that were received were very positive. Most found the session to be very informative but felt that there was not enough time for questions. Many wanted more information on security and mail issues. A recommendation was made to hold sessions periodically as things change.

Hurry, Get Your Nominations In For Employee Recognition Awards

The Department of Community Affairs is currently soliciting nominations for the 2002 State Awards. Do you know a DCA employee worthy of recognition? Here is your chance to acknowledge them. The entry forms can be found at the security desk and in the cafeteria.

All award nominations are due December 7, 2001 and are to be forwarded to **Dianne Neal**, DCA, Office of Community Relations, Room 713B.

Upcoming Events

Dec. 11 Intro to Geographic Information System (GIS) Mapping
Room 816 – 2pm